

TOWN OF ARLINGTON
BUILDING MAINTENANCE COMMITTEE

December 2, 2013 – Minutes

Members Present:

Ruthy Bennett
Vincent Cerbone
Christine Deshler
Andrew Flanagan
Diane Johnson
Mark Miano
Barbara Thornton

Guests: Carol Kowalski, Director of Planning

Business:

1. The Chair called the meeting to order at 4:00 pm.
2. Handouts:

“Bedford Facilities Department Custodial Procedures Manual”; Bedford Facilities Department personnel manual; Spreadsheet, “Figure 7. Maintenance Level Matrix”; “Buildings Used by the Town of Arlington in 2013”; “Location of Units”.
3. Carol Kowalski was introduced.
4. The minutes of the October 17, 2013 meeting were reviewed and approved unanimously.
5. Building Maintenance Policy and Protocol discussion.

There was a discussion of Bedford’s maintenance policy which is centralized and hierarchical with all requests flowing through one person who can pull in others to advise/assist. Bedford also uses SchoolDude and has specific people tasked with the job of responding back with status reports to individuals who have made requests. Although Arlington does not have a truly consolidated facilities department (school side/town side), the takeaway from Bedford is that there is an advantage to identifying one person to act as a buildings administrator and using that one person through whom to funnel all requests.

There was a discussion of how some town properties are “stand alones”, i.e. the Robbins House, Carriage House, Fire Department, which handle their own maintenance needs. They may want to “opt back in” to a town-wide building maintenance program if they can see the benefits of doing so.

Diane Johnson said that it was the school committee’s goal this year to implement SchoolDude. The committee discussed the need to have a building maintenance policy in place before implementing SchoolDude. The timeline of the Building Maintenance Committee was to have a facilities maintenance policy drafted and baseline data collected by the start of Town Meeting.

6. Data Collection Discussion.

There was concern about the lack of staff available to conduct a complete inventory of the town’s assets. It was suggested that the process might be quicker if SchoolDude could provide a data collection template. Diane Johnson agreed to contact SchoolDude to see. Again, there was some discussion about using interns to help gather data.

7. The next meeting would be on Wednesday, January 8, 2014 at 4:00 pm. The agenda for that meeting will be primarily to review a draft building maintenance policy and protocol. If possible, the committee would like to invite SchoolDude back for the next meeting following the January 8th meeting.

8. The meeting was thereupon adjourned.

Submitted by Christine Deshler, Secretary.